STARS USER MANUAL

EXPENDITURE/DISBURSMENT FORM INSTRUCTIONS

INTRODUCTION

The following is an explanation of the data fields on the EXPDISB form that you may use for general expenditure and disbursement payments. Other subchapters may cover additional data entry requirements as needed. Each transaction code determines the fields that you will have to enter. See the Coding and Pre-Processing Review subchapter for how to code certain data elements listed below.

GENERAL EXPENDITURE/DISBURSEMENT MINIMUM DATA ENTRY REQUIREMENTS

Data Element	Description
CUR-DOC/SFX	Enter an eight-character current document number and a two-digit suffix. Use any document number you wish. NOTE: STARS uses this number on the Vendor Payment File, listing the payments to a vendor in alphabetical order using this CUR-DOC/SFX number. To keep the numbers in date order, you may want this number to be consecutive from the first of the year to the end. (Example: RCPT000001, RCPT000002, etc.) We recommend that you use all eight characters.
TC	Enter a three-character transaction code. This code determines to what General Ledger accounts and STARS files the transaction will post. It also governs what data entry fields you need or are allowed to enter. The transaction code also determines whether STARS will generate a warrant or another transaction code. See the Transaction Code Decision Table chapter for more information on transaction codes.

Data Element	Description
RVS	If the transaction code should be a reversal, enter "R" in the RVS field. Use this one-character reversal to change the debits and credits of a transaction code. You normally leave this field blank unless you are doing an "R" reversal. You must use the space bar to clear this field.
DISB-METH	Enter the one-character disbursement method indicator (DMI) to sort your warrants that are processed daily that have the same DISB-METH indicator. Disbursement Method "L" sorts a warrant from the regular mail so we can send it to your office (for non-EFT vendors). You must use the space bar to clear this field. NOTE: For agencies that have a large volume of special program warrants, SCO can assign a unique disbursement method to group these warrants.
GAAP IND	Enter the one-character GAAP indicator to help your agency track transactions at the end of one year and the beginning of the next year. You normally leave this field blank unless you are close to the end/beginning of the fiscal year. You must use the space bar to clear this field. See the GAAP Closing Packages link on the SCO Web site for more information.
INDEX	Enter a four-digit Index if you are Index-driven. Your Index usually looks up a PCA, budget unit, and fund, which are also required elements. Normally, you would not enter an Index if your agency is PCA-driven.
PCA	Enter a five-digit PCA if you are PCA-driven. Your PCA usually looks up an Index, budget unit, and fund, which are also required elements. Normally, you would not enter a PCA if your agency is Index-driven.
SUBSIDIARY	Enter the seven-digit subsidiary number that identifies the subsidiary your agency uses for this specific payment. STARS allows the subsidiary on disbursement transaction codes to track amounts separately by a unique subsidiary number. See the General Ledger chapter for more information on subsidiaries.

Data Element	Description
EXP-SUB-OBJ/DET	Enter a four-digit expenditure subobject (you can also use a two-digit detail) to identify the payment category such as office supplies, accounting services, etc. These expenditure subobjects are one of the criteria for whether we will issue a 1099MISC to a vendor. You can find these expenditure subobjects and their 1099MISC and Workers Compensation references in Appendix A – Expenditures Subobjects Long List.. The expenditure subobjects are statewide (every agency uses the same) while the detail is agency-specific (each agency can set them up however they wish). These post to the files for reporting and budgetary controls. STARS uses these subobjects to trigger additional internal processes.
AMOUNT	Enter the amount of the transaction for this expenditure subobject or subsidiary. Exclude commas, dollar signs, and negatives from your entries. Amounts are not necessarily the total amount you are paying. These amounts can be broken down into numerous transaction amounts to be able to post to different programs or organizations depending on the Index, PCA, Grant, or Project identified. STARS posts these amounts to various STARS files to use for reporting, as well as for cash and budgetary controls. See the Transaction Code Decision Table chapter for more information on TC file postings.
PROP#	If your subobject requires posting to the Fixed Asset System, enter the ten-character property number, which is the inventory number your agency uses. STARS requires this number on some of the Capital Outlay subobjects and transfers this transaction information to the Fixed Asset System. See the FAS User Manual.
CMP#	Enter the two-digit component number if the subobject requires a property number. This will post to the Fixed Asset System.
CI	Enter the one-character capitalization indicator if the transaction you are entering will not normally go to the Fixed Asset system but you wish it to. You would normally use this field if you had Operating Expenditures (5000 – 5999) that you want to post to the Fixed Asset System. If you enter a CI, you must also enter the Property and Component Number. See the FAS User Manual.

Data Element	Description
INV-NO	Recommended, but not required. Enter up to a fourteen-character invoice number that will print on the warrant stub. This is information for the vendor on the invoice that you are paying. This number lets the vendors know why they are receiving a payment, without needing additional paperwork sent to them. STARS posts this information to the Vendor Payment File for future reference. This invoice number shows on daily and expenditure reports.
INV-DESC	Recommended, but not required. Enter up to a thirty-character invoice description that will print on the warrant stub. Be sure to include enough information so either the vendor or your agency can identify the payment. This is additional information for the vendor such as the month or on whose behalf you are making the payment. STARS also posts this information to the Vendor Payment File for future reference. The invoice description shows on daily and expenditure reports.
VEND-NO/SFX	Enter the nine-character vendor number and two-character suffix of the vendor you are paying if the transaction code requires it. STARS will post the payment to this vendor number on the Vendor Payment File. STARS uses the vendor number to look up the name and address on the Vendor Edit Table (table 21) in order to send the payment to the correct vendor and location. This is the number STARS uses for tax reporting to the IRS. See the Vendors subchapter for more information.
VEND-NAME	The Vendor Number normally looks up the forty-character VENDOR NAME from the Vendor Edit Table (table 21). However, if you use a transaction code that does not allow the vendor number for a payment to a vendor, you must manually enter the Vendor Name. Enter the vendor name on the form so those that are data entering can verify they have entered the correct vendor number for the payee.

Data Element	Description
GRANT/PH	If you want to post to a grant, enter the six-character grant and two-alphanumeric phase code if the Index or PCA does not lookup the information. You can also enter it directly or override the looked up Grant and Phase.
	Agencies use the Grant/Phase to keep track of certain types of expenditures. Grants are not exclusively for Federal Grants so you can use them to track any type of information. You can set up Grants with controls that will stop a payment if you exceed certain limitations set by your agency. See the Classification Structure chapter and subchapter for more information.
PROJ/PH	If you want to post to a project, enter the six-character project and two-alphanumeric phase code if your Index or PCA does not lookup the information. You can also enter it directly or override the current Project and Phase.
	Agencies use the Project/Phase to keep track of certain types of expenditures. You can use Projects to breakdown projects within a grant or you can use them on their own. Projects do not have the capability to stop a payment unless you use project budgets. It only collects the data. See the Classification Structure chapter and subchapters for more information.
FUND/DT	Enter the four-digit fund (you can also use a two-digit detail). If you enter an Index or PCA, STARS usually looks up the fund and/or detail. If not, enter the fund and/or detail. See the Classification Structure chapter for more information
MPC	Enter the ten-character multi-purpose code field to show State Purchasing contract or purchase order information. STARS sends this information to State Purchasing on a monthly basis so they can monitor the usage of their contracts.
	Since the state contract numbers are normally eleven characters, you should drop the first character and enter the next ten. See the MPC Field Requirements section later in this chapter.
	Also, see the Department of Administration Purchasing web site for more information.

Data Element	Description
LOC / FAC / TASK	If you want to enter a location, the Index and PCA can look up the six-character location. However, agencies typically enter these manually. Each agency defines these fields as they need them to identify certain transactions for grouping. There are no reports by these fields. You will have to use an alternative reporting program to accumulate the information. They are for agency reference only.
FAC	If you want to enter a facility, the Index and PCA can look up the four-character facility. However, agencies typically enter these manually. Each agency defines these fields as needed to identify certain transactions for grouping. There are no reports by these fields. You will have to use an alternative reporting program to accumulate the information. They are for agency reference only.
TASK	If you want to enter a task, the Index and PCA can look up the four-character task. However, agencies typically enter these manually. Each agency defines these fields as needed to identify certain transactions for grouping. There are no reports by these fields. You will have to use an alternative reporting program to accumulate the information. They are for agency reference only.
NOTE: The system will have already filled in the BFY and effective date. When you press F5, STARS will lookup the other fields from the respective tables.	

MPC FIELD REQUIREMENTS - STATE PURCHASE ORDERS AND PURCHASING CONTRACTS

This information provides guidelines, standardization, and procedures for data entry and classification of agency expenditures against the following purchasing related transactions:

- State contracts and Purchase Orders issued by Division of Purchasing
- State EPA's (emergency purchasing authority)
- Agency EPA's (delegated emergency purchasing authority)
- MER's (miscellaneous encumbrance requisitions)

STARS data entry screens contain a ten-character Multi-Purpose Code (**MPC**) field seen in the lower right corner of the screens. Data entered in this field enables the Division of Purchasing to retrieve information about your agency's expenditures.

NOTE: When the transaction is an encumbrance issued to a particular vendor, STARS will carry forward the MPC from the Document File on the encumbrance liquidation transaction.

Please use the MPC field to report expenditures as described below. If you need other uses of the field, please contact the Division of Purchasing.

State Purchasing Contracts
State contract numbers issued prior to July 1, 1998 were mostly 10 digits long. Enter the last ten characters or digits without dashes or spaces in the MPC field. Example: You should enter #58-M480C-04-2 as 58M480C042. Many contracts with these long contract numbers are still active contracts.

After July 1, 1998, a new automated purchasing software system changed the contract and purchase order numbering system. Purchase or contract numbers now consist of a 2, 3, or 4 digit Alpha component (PO, CPO, BPO, or SBPO) coupled with a 2, 3, 4, or 5 digit number (will be six digits when 999-99 is reached). Most, but not all, purchase order or contract numbers have a trailing zero ("0") which may be ignored. Enter the contract or purchase order number into the MPC field with or without spaces (be consistent). Example: SBPO 123 0 may also be entered as SBPO1230 or SBPO123.

State EPA's
Enter emergency purchasing authority expenditures into the MPC field including the prefix of SEPA followed by the 4 or 5 digit Division of Purchasing assigned EPA number. Example: SEPA 576 0 may be entered as SEPA5760 or SEPA576 (ignoring the zero at the end).

Agency EPAs
Agencies with delegated emergency purchasing authority will enter those expenditures ($1,500 - $5,000) with a prefix of DEPA followed by a space and the agency's three- or four-digit EPA assigned number. Example: You should enter EPA #1235 as DEPA 1235.

Miscellaneous Encumbrance Requisition Payments
When paying MPC field reportable expenditures from funding sources which were encumbered against a MER, the original MPC information that was carried over from the document file must be changed to the appropriate purchase order or state contract number (PO, CPO, BPO, SBPO, SEPA, or DEPA multi-purpose code - MPC - information) as noted above.